


VACANCY NOTICE

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>COOK'S HELPER</u>	CLASSIFICATION CODE: <u>02141100</u>
	SALARY RANGE: <u>\$30798 to 32857 309A</u>	REFERENCE POSITION NO.: <u>01072-10000-02327</u>
	Department or Agency Name <u>BHDDH</u>	APPLICATION PERIOD: <u>02/13/12 to 02/19/12</u>
	Division/Section/Unit <u>HOSPITAL & COMM REHAB SVS</u>	GRACE PERIOD ENDS <u>02/22/12 AT 4:00 PM</u>
	Assignment(s) / Comments <u>every other week-end off & one day a week off</u>	
	Shift and Days: <u>9:30am to 6:00pm</u>	Job Location: <u>ELEANOR SLATER HOSPITAL-CRANSTON</u>
	Restrictions/Limitations: <u>LTPS UNTIL 01/26/13 & 11/17/12</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>COUNCIL 94/LOCAL 1350</u>	
	There is* <u> </u> is not <u> X </u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIF EQ 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File # <u> </u> and the Department where you are currently employed	
	Most Important - Please include the following	
	• The title of the position for which you are applying	• Your business telephone number
	• Title of your present position and date you entered it	• Present Union Affiliations
	• Date you entered State service	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	TO WORK AS A HELPER TO A COOK, BAKER OR FOOD SERVICE SUPERVISOR BY PERFORMING SIMPLE TASKS IN THE PREPARATION OF FOODS AND BEVERAGES (HOT OR COLD) IN A KITCHEN OF A STATE INSTITUTION; OR TO PERFORM FOOD SERVICE DUTIES IN A DINING ROOM OR CAFETERA SERVED BY THIS KITCHEN; TO PERFORM FOOD PREPARATION DUTIES IN A KITCHEN OR TO OPERATE THE PAN AND RACK WASHING MACHINE IN THE CENTRAL FOOD PROCESSING PLANT; OR TO PERFORM THOSE DUTIES NECESSARY TO MAINTAIN CLEANLINESS IN THE KITCHEN AND RELATED AREAS; AND TO DO RELATED WORK AS REQUIRED	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request)	
	Sufficient to follow simple verbal & written directions & to generate simple sums & differences; and Experience such as may have been gained through: employment as a helper in a kitchen or bakery in a hospital, hotel, or restaurant which required the performance of routine work in food preparation, food service & various tasks incidental to the preparation of food in a kitchen or bakery, & food service in a dining room/cafeteria. Or, any combination of education/experience that shall be substantially equivalent to the above education/experience. SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	DIANE GRABIEC PLEASE US MAIL ONLY	
	OHHS Human Resources Service Center	
	55 Howard Ave.	
	Benjamin Rush Bldg. . 2ND FLOOR	
	Cranston, RI 02920	
	TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

